June 22, 2009

To: Lafayette City Council

From: Don Tatzin and Farzaneh Sanders

Subject: Library Café and Food Policy

The new library contains a 273 square foot space for a café with access from the plaza by the staff wing of the building. During the past several months, the Library Foundation studied cafes and food policies in other libraries. While the Foundation is likely to work closely with a café vendor, the Board decided that they did not want to lease the café from the City and then sublet it to a qualified tenant. Therefore, the City will be the lessor, as we are for the leases with the County Library System and four non-profit organizations including the Friends of the Lafayette Library, the Lafayette Historical Society, the Lafayette Arts and Sciences Foundation, and the Lafayette Library and Learning Center Foundation.

Health Department requirements limit what can occur in the café space. No cooking will be allowed although food preparation will be permissible, e.g., preparing non-alcoholic beverages or making a salad or a sandwich. There is only enough space inside for two tables, although several other tables will be on the outdoor patio adjacent to the café. The Health Department is reviewing a design now.

Before we proceed with constructing and leasing the space, the Council must make three policy decisions.

1. What will be the policy regarding allowing food and drink in the library?
2. What equipment will the Council expect the vendor to provide?
3. What are the terms of an initial lease?

What will be the policy regarding allowing food and drink in the library?

The County library system indicates that this decision is the City's since we will be responsible for maintenance. A nationwide survey of libraries revealed that all allow drinks in closed containers except in areas with irreplaceable documents and, for some libraries, with computers. Many libraries also allow food, but require that it be in a container and not emit odors that may bother other patrons. Many libraries that allow both food and drink report that housekeeping has not deteriorated as a result and that staff now spend less time watching people sneak in food. A copy of the survey is attached.

We recommend that the Council adopt a policy that allows non-alcoholic beverages in closed containers and allows non-greasy or non-odoriferous food that is in a container. The policy

should also stipulate that a patron might be asked to remove their food and/or beverage if other patrons are annoyed or if he/she is not neat. Food and drink should be prohibited in areas with archival documents and patrons will be asked to take special care when working with computers. This direction is sufficient to enable staff to prepare a policy in cooperation with the librarians.

What equipment will the Council expect the vendor to provide?

A copy of the plans submitted to the Health Department is attached. The City intends to fit out the space with water, floors, drains, electrical connections, cabinetry, and under-counter equipment, e.g., refrigerators. We will expect the tenant to provide all other plug-in equipment, e.g., cash register, espresso machine, microwave, coffee grinder, etc., and to provide an upfront contribution to the costs incurred by the City. The Council is asked to concur with this policy direction.

The City's costs for design and construction will be approximately $110,000.

What are the terms of an initial lease?

In order to create an attractive opportunity for a vendor, we recommend that the initial lease be for a period of 5 years with an option to renew.

The City will prepare and submit to interested bidders a Request for Proposal to operate the café. Four companies are interested. Bidders must demonstrate qualifying experience in operating a facility of this type. They will also be asked to provide:

- A sample menu
- Description of an off-site kitchen where most food preparation can occur or a description of how prepared food will be obtained
- A proposed rent which shall include an upfront non-refundable fee, a minimal amount of rent per square foot per year, and a percentage of gross sales in excess of $_____ per year
- An estimated opening schedule, given estimated hours for the library
- Examples of containers for food and beverage items that will meet the requirements outlined in the food policy and have relatively little environmental impact
- Current financial statements or an indication that the vendor has the financial capacity to manage the café
- Agreement to sign the draft lease or indication of areas where amendment is sought. (The draft lease is being prepared with input from a Lafayette property owner whose buildings include restaurants and cafés.)

If Council concurs with these terms, the RFP will be prepared and Council will be asked to approve the final lease with the recommended vendor. Council can consider multiple factors in determining which vendor should be awarded the lease.

Food in Libraries – Summary of Key Points

Here's a quick overview of key points

Pros

- Leading rationale: more patron friendly, want to create atmosphere like a bookstore, library staff doesn't like/finds it challenging to patrol food consumption
    - Quite a few have cafes and think that drives allowing food
- General consensus: Had more problems when people had to sneak food in
- A few libraries allow all food everywhere
    - Rationale: too difficult to sort out what is acceptable/not acceptable
    - Almost all exempted Rare Books/Special Collections/Genealogy areas
    - Mixed about whether to allow around computers
    - Most forbid fast food like pizza, Mc Donalds
    - Some let people bring in their lunch to browse periodicals/read
- Pro but with various limits, which often include:
    - only in designated areas
    - only covered drinks
    - only snacks
    - only food from library vendor/vending machines (many have vending machines)

Challenges

- Smell, particularly of hot or fast food
- Sticky fingers, especially on computers
- Mess to clean up
- Stains/damage
    - Majority seemed to minimize the latter two

Note:

- many of the libraries are much smaller than ours, don't have a Community Hall-type room
- doesn't sound like lots are new
- many are replacing carpet to minimize damage/maintenance
- I'm going to check with other
- I'm checking with a few other new Contra Costa County libraries

Notes from Anne Cain

From: sauld@co.durham.nc.us [mailto:sauld@co.durham.nc.us]
Sent: Tuesday, April 21, 2009 5:08 PM
To: directors@urbanlibraries.org; DeputyDirectors@urbanlibraries.org
Subject: Food & Drink in the Library

Hello ULC Directors and Deputy Directors:

1. Do you allow food and drink throughout your libraries?
2. Does it cause any problems?
3. How is it working?

Thanks!

Skip Auld

RESPONSES FROM 36 LIBRARIES:

- **YES, FOOD AND DRINK (7)**
- **YES, FOOD AND DRINK, EXCEPT IN SPECIAL COLLECTIONS, COMPUTER AREAS, ETC. (9)**
- **YES, FOOD & DRINK IN CAFÉ, VENDING, OR OTHER DESIGNATED AREAS (10)**
- **NO FOOD, BEVERAGES IN COVERED CONTAINERS ONLY (10)**

YES, FOOD AND DRINK (7)

We've allowed food and drink for some time (5 years?). There really are no significant problems that have been caused. It works very well and staff truly appreciate not having to police "library-like" policies (e.g., drink with a lid only, drink but no food, etc.). When making the move, you eventually get to questions like "what if someone orders a pizza at the library?" We've not had to resolve such matters in five years. We have a modest cafe in our main library and vending machines in most branches. Hope this helps.

Patrick Losinski, Executive Director
Columbus Metropolitan Library, OH

Do we allow? Yes- we even have vending in most locations for both snacks and drinks.
Any problems? Probably a bit of extra clean up but cuts down on swimming upstream on enforcement.

How is it working? Well.

Debbie Moss, Assistant Director and Division Head for Technical Support
Orange County Library System, FL

The Miami-Dade Public Library allows food and drink. We have cafes at several libraries. It has not been a problem. We restrict drinks if you are using the computers. It is a good thing.

Sylvia Mora-Oña, Assistant Director

Miami-Dade Public Library System

We allow food and drink and have not had any serious problems.

Cheptoo Kositany-Buckner, Deputy Director
Kansas City Public Library, MO

We allow food and drink in the libraries. We ask that the drinks have lids and we ban certain sticky, crumbly, greasy foods that create the primary problem we have which is cleaning the computer keyboards. Otherwise we believe its working reasonably well. We are planning to add vending machines with carefully controlled offerings in the near future.

Crosby Kemper III, Chief Executive
Kansas City Public Library, MO

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1. We allow food and drink in all facilities and have for several years
2. Only problems are some people leaving their trash and the need to clean carpets more often
3. Working well. People love it--they were sneaking in drinks and snacks anyway-- less policing by staff needed; we're limiting carpet installation more which I think is better overall. We have a few coffee bars--seems it would be odd to have a cafe and then not allow any food or drink.

Ned Himmel, Assistant Library Director
San Jose Public Library, CA

Yes, we allow food and drink at all our branches -- even have food cart vendors or vending machines in them. At our King Library, also San Jose State's Library, covered drinks are allowed everywhere except spec collections, food is allowed on some floors, but not on floors with the "research collection" University owned books that are out of print and that will remain in their collection for a long time.

Its strange that people can check out materials and eat and drink with them to their hearts content (I take books into the bathtub with me all the time) but eating and drinking in the library is shocking to some.
We've had no significant problems -- people sneaked food in all the time before and sneaking seemed to lead to spills and smears more than letting people be open. And people want a Bookstore like atmosphere with food as an option at their libraries today.

Jane Light, Library Director
San Jose Public Library, CA

We allow eating and drinking anywhere in the library and we treat "messes" as we would treat another other disruption. If we see the person making a mess, we ask them to clean it up or leave for the day. If we find the mess after they leave, then we clean it up. We've also run into situations where we've had to blend common sense in with our rules...such as the time a man tried to eat fried chicken while using a PC in our computer lab!? We have not had an increased problem with messes from food and drink then we had back in the days when we didn't allow it! And, we've made our library a lot more comfortable place for our customers!

Our biggest problem, frankly, has been finding a good vending company, that's willing to 1) come and refill as often as we need them to and 2) agree to carry only the "healthy" items. When you do form a contract with a company, make SURE your library gets a cut of the profit!!

Cathy Hakala-Ausperk, Deputy Director
Cleveland Heights-University Heights Libraries, Cleveland Heights, OH

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1. Yes, covered drinks and light snacks.
2. Spilled drink fried a library laptop so we are asking customers to refrain from beverages when using our laptops ... getting good cooperation. Apple replaced the laptop, no charge!
3. In spite of #2, well.

Reed Osborne, Director of Library Operations
Arapahoe Library District, CO

YES, FOOD AND DRINK, EXCEPT IN SPECIAL COLLECTIONS, COMPUTER AREAS, ETC. (9)

Yes we allow food and drink except in certain areas like the computer labs or special collections. It has not been a problem. An occassional spill but nothing major. I believe we had more problems when people had to sneak or hide their food/beverages.
It is working great. It allows downtown workers for example to take their lunch to the library and enjoy a book or newspaper and then browse the collection.

Greg Mickells, Assistant Library Director
Lincoln City Libraries, NE

We allow food AND drink with exceptions for computer labs and other special areas. Few problems with mess. Good customer relations.

Pat Leach
Library Director
Lincoln City Libraries, NE

We've allowed food and drink for the past 5 years—since we opened a small café in the main library. We haven't had problems.

Gary Wortley, Chief Operating Officer
Chattahoochee Valley Libraries, Columbus, GA

At Allen County Public Library we allow food and drink throughout all libraries with the following exceptions: No food or drink around computers, no food or drink in the Genealogy Center at main library.

We have experienced very few problems.

It is working great.

Jeffrey R. Krull, Director
Allen County Public Library, Fort Wayne, IN

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1. We have allowed food and drink throughout the library for almost four years. We require that all drinks have a cap/lid and the food is "snacks." There has been significant discussion of what constitutes a snack. Which has basically came down to; it is not fast food meals such as McDonald's or KFC, it is not take out, etc. It is candy, chips, cookies, banana, etc. Not been a huge problem for the public, more staff needing to know where to draw the line. We do not allow food and drinks in our Special Collections area because of the fragility of some of the items. Public seems to get this one exception.
2. We have had minimal problems. Occasionally, there is a bucket of KFC which has to be asked to leave or a drink without a lid.
3. Generally, works well. We had a problem before we went this direction with people eating in the library even though it was not allowed and hiding the wrappers, shells, etc. under computers in the cushions, etc. Since they can eat openly, that problem has gone away. There are occasional spills, but most of the time they get reported immediately and are cleaned up with minimal problem. Before, they would spill something and not tell us because they weren't supposed to have it here. We also have a full service café in our library and it just was a total disconnect for the public that food and drinks were available in the library but you couldn't take them outside of that room. It has not been the problem that some staff thought it would be. It just makes sense.

Rob Banks, Deputy Director
Topeka and Shawnee County Public Library, KS

1. We allow food and drink throughout the library except in special collections. We do ask that people's drinks be covered or capped. We also make a distinction between snacks and full meals, primarily because we have a full service café, i.e. we allow people to bring in snacks from outside the library, but not their McDonald's meal or Pizza Hut pizza. The Millennium Café has an exclusive contract for all catering on library premises, including all meetings. We've also installed snack and beverage vending machines outside out teen center, The Edge. The Café stocks and runs that.

   Here's a link to the menu. http://www.tscpl.org/info/section/cafe_menu/

   May I take your order? ☺

2. No major problems

3. People appreciate it very much and it has increased business for our café

Gina J. Millsap, Executive Director
Topeka and Shawnee County Public Library, KS

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1. We do allow food and drink throughout the library with the exception of computer areas. Drinks must be covered and food "should" be contained in some sort of packaging.
2. It seems to cause less problems by allowing food and drink—with guidelines—than prohibiting it as staff become constant food police .
3. Overall this works fine. There are spills and clean-up occasionally because of food and drink, but ultimately, in this age of Starbucks to-go it is an expectation from community members.

Tony Tallent, Library & Arts Director
Boulder Public Library, CO

We allow food and beverages in most of our libraries – each branch manager can decide the scope. At the Central Library it's pretty flexible, and while we don't encourage pizza parties, or if anything too messy we ask people to consume in the café area, we are ok with snacks and drinks in all areas except the Rare Book Room and research/special collections areas. It works very well, and there are very few problems.

Bridget Quinn-Carey, Director
Buffalo and Erie County Public Library System, NY

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1. Yes, we do allow food and drink throughout our libraries, but we try to discourage open drink containers near public computers. We have vending cafes in all branches.
2. No problems, but we do need our branch maintenance staff to be especially attentive about cleaning tables in the mornings.
3. It's working well. Customers like it.

Lisa Hughes, Assistant Director for Public Services
Carroll County Public Library, MD

San Antonio Public Library allows food and drink in our libraries.

We have not experienced any significant problems. We basically treat it as a conduct issue. If it is disruptive, we ask them to stop or take the food outside.

It seems to be working well. We recently added a coffee shop at our Central library and want to add coffee service to some of our busier branches.

Aubrey W. George, Assistant Director for Support Services
San Antonio Public Library, TX

Yes, no, fine.

Kent Oliver, Executive Director
Stark County District Library, OH

YES, FOOD & DRINKS IN CAFÉ, VENDING, OR OTHER DESIGNATED AREAS (10)

Food and drinks only allowed in café

Kris Morita, Interim City Librarian
Los Angeles Public Library, CA

Here at El Paso Public Library, we allow food and drink at those facilities that have vending machines or coffee shops (about 7 of our locations.) As we install vending machines at the remaining locations, we will eventually allow food/drinks at all 12 locations. We have not had any problems with allowing food/drink in our buildings, and our patrons really seem to like it. We seem to have fewer problems with people

hiding food in strange locations (in the reference stacks, for example!) in those facilities that allow food and beverages.

Carol A. Brey-Casiano, Director of Libraries
El Paso Public Library, TX

We allow food and drink only in designated areas like our lobby which we have set up with tables and chairs, drink and snack machines, and wifi. We tried making it a sort of coffee shop but it did not work. We do allow people to bring bottles of water into the reading and research areas but nothing else. We allow food and drink in our meeting rooms--staff does not like this but our board decided it was the way to go.

Irene S. (Renee) Blalock, Associate Director
Birmingham Public Library, AL

We do allow beverages in closed containers and snacks if they are purchased from vending machines in the library. Only Main Library and ImaginOn have vending machines for the public. We do not allow any food or drinks in the Carolina Room or Virtual Village at Main Library but we do not enforce this in the branches. We allow closed beverage containers even in computer labs in the branches.

We have not had many problems with these rules. In the past, we did allow food at the Main Library, inviting folks to come to noontime programs and bring their lunch. That escalated to people bringing in groceries and fixing sandwiches and small meals. We had a coffee stand at the time, and one fellow even heated food up in the microwave at the stand while it was closed! We had to restrict food to the vending machine snacks after that.

Patrice Ebert, Main Library Manager
Public Library of Charlotte & Mecklenburg County, NC

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1. We allow covered beverages in our library. We have a café in the central library and request that patrons consume their food there.
2. The problems we had occurred when we weren't prohibiting food in the library—we had patrons consuming whole meals. We have a regular contract for pest control. I realize the argument against prohibiting food is that patrons take the books home and the materials are exposed to much worse however we have housekeeping issues to deal with and it's not just about having food around books.
3. It's working okay—most people respect the rules. If they don't (and we catch them at it), we just ask them to take their food out of the library (at branches) or to the café (at the central library).

Karen Keller, Library Director
Anchorage Public Library, AK

We only allow bottled water due to our hot summers here. The water bottles have to have a cap or top on them to prevent spillage. We recently opened a branch that has vending machines. So far patrons have been really good about enjoying their coffee and snacks in the designated area we have reserved for the vending machines.

Robb Morss, Deputy Director, COO
Las Vegas-Clark County Library District, NV

At the Free Library of Philadelphia we allow covered drinks but no food throughout the system. We also have a café in the Central Library where food is served. Food has to stay in the café. Overall the program works well and is well received by the public. The café is actually run by a homeless advocacy group called Project H.O.M.E. and staffed by formerly homeless people who were supported by that organization.

Siobhan Reardon, President and Director
Free Library of Philadelphia, PA

We have a café off the library which is a partnership with an organization working with homeless. With support from Bank of America, the café employees are formerly homeless making the transition to work. As a result, we now allow covered drinks throughout the library and food in the café area. So far, it's worked very well and the problems are minimal. (Actually, I think it's better than people sneaking in drinks and spilling more).

Hedra Packman, Director of Library Services
Free Library of Philadelphia, PA

At this time we allow covered beverages only.

We are experimenting with customers bringing snacks and sandwiches to our periodicals area, especially during noon time programs. This has worked extremely well and there are no problems.

Our policy most likely will be revised within the next year.

Julia Clarke, Director
Albuquerque/Bernalillo County Library System, NM

We do allow food and drink with some limitations detailed in attached document. So far, there have been minimal problems. As an earlier post stated, we had more issues when patrons tried to hide it and had accidents.

David E. Slivken, Assistant Director for Main Library Services
Dayton Metro Library, OH

Dayton Metro Library Food and Beverage Guidelines
Love Your Library, Leave No Trace

Introduction

In an effort to make the Dayton Metro Library a more comfortable place for study and research, patrons are allowed to bring in food and beverages into the library within reason and in small quantities according to the guidelines below.

Please be mindful that food, beverages, and other containers, can attract insects and rodents, and can damage and destroy library materials, equipment and furniture. Help us protect your investment in collections and resources by following the guidelines and cleaning up afterwards. Encourage others to do as well.

Beverages

- Nonalcoholic beverages in re-closable, spill-resistant containers with securely fastened lids are permitted. Examples of acceptable drink containers are travel mugs with lid attached, screw top water and beverage bottles, and sports bottles with pull-top plastic spouts.
- Alcohol use is prohibited in the library.
- No beverages are allowed in the Local History Room.

Food

- Responsible consumption of snack foods (such as chips, nuts, pretzels, cookies, and candy) in most areas.
- No food is allowed in public areas of the library where computer workstations are located or in the Local History Room
- Use sturdy, "spill-proof" containers to minimize damage to the library's resources, equipment and facilities.
- Consumption of hot foods, fast food, or meals or "group/party foods" (including pizza, cakes, burgers, fries, hoagies, and hot sandwiches) are not allowed.
- Food deliveries are not allowed.

Patron Expectations

- Assume responsibility for any damage caused to Library materials or facilities, including payment of charges for repair or replacement.
- Clean up any spills and/or notify a staff member immediately to minimize damage to Library resources.
- Dispose of beverages and food .in proper receptacles, leaving **no evidence** of beverage or food consumption after vacating the area.
- Remove beverages and food from the Library if found in violation of these guidelines.

The library reserves the right to restrict the use of its facilities and premises to persons who do not abide by the library's food and beverage guidelines. Library personnel may ask persons who are in violation of the food and beverage guidelines to modify their conduct. Failure to comply with a reasonable staff request may result in an individual being required to leave library premises. Repeated and blatant disregard of the library's food and drink guidelines may result in further discipline.

After seeing the question this morning I took the opportunity to poll my heads of Central Library, Facilities, and others to dig deep to assess how Houston Public Library is doing with allowing food and drink in our facilities. Each of these HPL Team Members can be contacted if you have questions - their email addresses are above. Here are their responses.

Rhea Brown Lawson, MLS, PhD
Director, Houston Public Library, TX

Below is the text of our policy where food and beverages are mentioned. [Veronica]

Houston Public Library's policy addresses food and beverages as follows

a. The consumption of non-alcoholic beverages in covered containers is permitted at all Library locations except the Houston Metropolitan Research Center. At the Clayton

Center for Genealogical Research, non-alcoholic beverages in covered containers may be consumed only in designated areas. (*NOTE: the two facilities singled out in this policy are part of Houston Public Library's Special Collections*)

b. Food may be permitted in library facilities if there is a designated area. Food is not permitted in the Houston Metropolitan Research Center. At the Clayton Center for Genealogical Research, food may be consumed only in designated areas.
c. In library locations where food and beverages are sold by a vendor, customers are not allowed to bring in their own food and beverages into the area serviced by the vendor. However, personal food and beverages may be brought into other designated areas throughout the library.
d. In the event that the library is designated as an emergency shelter, the Library Director or designee may suspend these rules.

Houston Public Library's policy addresses food and beverages separately. The part relating to beverages allows for "non-alcoholic beverages in covered containers ... permitted at all locations except the Houston Metropolitan Research Center. At the Clayton Center for Genealogical Research, non-alcoholic beverages in covered containers may be consumed only in designated areas." The two locations singled out are both special collections locations. The food portion of HPL's policy reads: "Food may be allowed in library facilities if there is a designated area". Food is not permitted in the Houston Metropolitan Research Center; at the Clayton Center for Genealogical Research food is only allowed in existing designated area. We also added a paragraph addressing locations where vendors sell food and beverages. This states that customers "are not allowed to bring in their own food and beverages into the area serviced by the vendor. However, personal food and beverages may be brought into other designated areas throughout the library." Here is a link to the entire text of this policy: https://hplnet.hpl.lib.tx.us/polandpro/pol-2_3.pdf

Central Library [Michael]
With the goal of making Central a more welcoming facility and following the lead of retail bookstores, Central has made the entire facility a "designated area" w/ the exception of the computer area and computer lab. Thus, we effectively allow food and covered beverages in most parts of the building. Surprisingly, since the adoption of this policy, we have seen no increase in additional trash and/or messes left by folks drinking beverages or eating food. This is not to say that we do not have more people drinking or eating in the library; it just seems that they are cleaning up after themselves and leaving fewer messes now that it is an allowed activity. Based on my observation and conversation with staff, I think we see far more people coming in with beverages (coffee, soda, water, etc.) than food; the food being consumed tends to be snack foods, such as chips and candy and snacks parents bring for smaller children. Interestingly, as we were working on the policy, I had posed this question to the "central heads" listserv and the majority of responses indicated that where such policies were adjusted to allow food and beverages there were similar results: no increase in problems and even, in some cases, a slight decrease. The one exception mentioned was in some teen areas. Our teen area has allowed food and has had a vending machine since opening; other than occasional issues with the vending machines themselves, there have been no real problems with allowing food in that area either. I spoke with our cleaning staff this morning about this issue and they confirm that it does not seem to be a problem.

From an overall facilities viewpoint [Wendy]
Our food policy at the Central Library seems to be working well in practice, partly due to the type of flooring we installed in the recent renovation. Since 2003, we have ceased specifying carpet in our libraries. We now specify thick, dense, recycled rubber flooring, manufactured by

companies such as Atmosphere. It is installed with water-based adhesive and provides acoustic control and durability. It does not stain like carpet, even with coffee spills, and it cleans easily with a damp mop. It does not need to be shampooed or vacuumed like carpet.

Our facilities that still have carpet suffer from spot stains. They can be cleaned, but it is difficult for our maintenance group to keep up with the cleaning needs. Community groups using our meeting rooms are required to clean up food spills as part of a written agreement with HPL.
I saw the technology question after I sent my response. So, here is my take on the tech side of the issue:

Regarding Food & Drink and Technology [Michael]
We currently allow drinks, provided they are covered, anywhere in the library, including around computers. I think this is enforced the same way at most of our Neighborhood Library locations. When we last worked on this policy (late last year) we expanded this from "water in covered containers" to "non-alcoholic beverages in covered containers". I do not think there has been an increase in damage to technology as a result of this.

As for food at Central, we limited it around technology because we were already having problems with dirty, sticky computer keyboards. However, I confess to an inclination to just allow food and beverages throughout the building rather than limit where it is allowed or having to put up anymore "No...", "Do Not", or other negative, unwelcoming signage. Most of my colleagues seemed to indicate that when they did this, they were surprised by the lack of issues they found. In addition to the "centralheads" list, this discussion included the "branchcoord" list, which includes coordinators of multiple library branches in medium to large library systems, and the comments were fairly similar from that group. As noted below, the one exception seemed to be locations like Stella Link where there is a lot of traffic from middle school or teenaged kids.

NO FOOD, BEVERAGES IN COVERED CONTAINERS ONLY (10)

We don't at this time, except for meetings in our meeting rooms.
From time to time, people still sneak food and drink in. We do have problems at times, if people make messes. Most of the time, however, patrons are pretty good about this. In our new main library, we will probably allow people to eat and drink in certain areas.

Louisiana library

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1. We allow covered drinks throughout our facilities, but not food.

2. No real problems. In the past we allowed food, but discontinued that policy due to complaints from the public and staff about the odor and mess. The policy does provide exceptions for staff supervised programs (especially important to our Youth Service Librarians!). Our facilities were not designed with a café in mind, and when we allowed food it got out of control (especially fast food -- we even had patrons ordering pizza delivered to the quiet study areas).

3. It works well. Occasionally we have spills but the clean-up is much easier than when we allowed food. The "covered drink, no food policy" is easy to understand, does not emit an odor that disturbs

other patrons and has been much easier to enforce on a consistent basis (rather than justifying that a particular type of food is okay, but another is not).

James D. Cooper, Director
Salt Lake County Library Services, UT

Yes to drink only at this point. Will be opening to food in the fall.
No problems
From time to time we have to remind people about food but drink has been no problem

Donna Lauffer, County Librarian
Johnson County Library, Overland Park, KS

Water only in sports cap bottles. We do not have enough custodial staff to deal with the mess caused by spillage on furniture and flooring.

Diane Duquette, Director of Libraries
Kern County Library, Bakersfield, CA

No food, but drinks with secure lids are allowed.

David Clapp, Director
Chattanooga-Hamilton County Bicentennial Library, TN

We allow covered beverages throughout the library except in our computer labs and in our local history/genealogy room. Few if any problems and I would say it is working well. Staff especially appreciate it since they too can have a beverage at their work stations.

Izabela Cieszynski, Director
Newport News Public Library System, Newport News, VA

We allow covered beverage containers, but no food. We haven't had any hideous issues – just the normal spillage on the floor, but that has even been minimal. We've not seen an increase in damage to items. It's been about two years since we starting allowing beverages.

Trish Burns, Director
Public Libraries of Saginaw, MI

Covered drinks, no food. Just make certain staff in locations with carpet have access to small-scale spot cleaning equipment for dealing quickly with the inevitable spills. I *hate* walking into a library location and finding dirty blotches.

Waller McGuire, Executive Director
St. Louis Public Library, MO

We allow beverages that have a cover on the cup/bottle. Few problems.

Joseph C. Palmer, Director
Mansfield/Richland County Public Library, OH

At this time we allow covered beverages only. No beverages are allowed in the Western History department. I'm sure some food products slip in.

Letty H. Icolari, Director of Administrative Services
Denver Public Library, CO

Dear Kathy and Karen,

How nice to hear from you. Your new library looks spectacular!

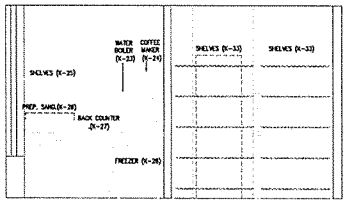
We do allow food in the library. We have a "trash policy", not a "food policy", and we ask our users to clean up after themselves. We have a café in the Library. We request that anyone wishing to consume "hot meals", or messy food do so in the café area. We allow users to drink beverages and have snacks wherever they are working in the Library. Students studying for finals often need to eat while they study, and cheerios and gold fish crackers are staples in the children's room.

The floor in the café area is porcelain stone, but the rest of the Library has carpet. We think that our policy works well for the benefit of our users.

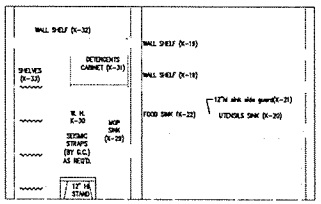
We have had a number of spots on the carpet, including the Board room which we rent to groups who sometimes serve food. We also get spots from other uses of the Library, not just food. It would be lovely to have the Library stay brand new and not show the wear and tear of 1500 people a day, but that's just not going to happen... so we have put it past us. The first damage is the hardest to bear, no matter what the cause.

Please feel free to get back in touch if you have more questions. And Karen, I look forward to seeing you when you're back East. Louise

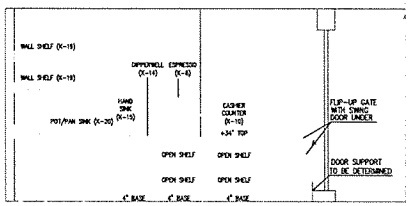
Louise P. Berry
Director



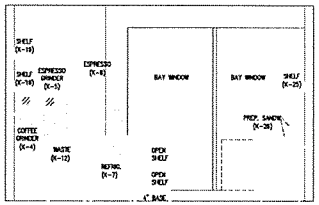
1 BACK COUNTER STORAGE
SCALE 3/8" = 1'-0"



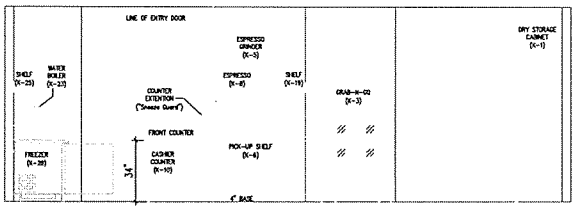
2 STORAGE SINKS
SCALE 3/8" = 1'-0"



3 SINKS SERVER'S (SOUTH VIEW) FRONT COUNTER
SCALE 3/8" = 1'-0"



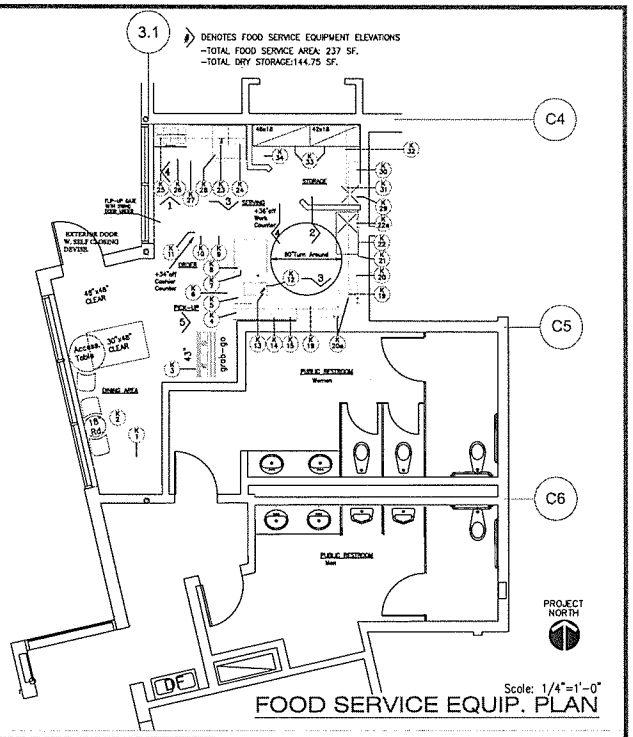
4 SERVER'S (WEST VIEW) FRONT COUNTER
SCALE 3/8" = 1'-0"



5 SERVICE AREA PATRON'S VIEW FRONT COUNTER
SCALE 3/8" = 1'-0"

FOOD SERVICE EQUIPMENT ELEVATIONS

Scale: 3/8"=1'-0"



Scale: 1/4"=1'-0"

FOOD SERVICE EQUIP. PLAN

HEALTH DEPARTMENT COMPLIANCE

FOOD FACILITIES TO COMPLY WITH THE 2007 CALIFORNIA RETAIL FOOD CODE (CAL-CODE 2007) AND CONTRA COSTA COUNTY ENVIRONMENTAL HEALTH "CONSTRUCTION GUIDE FOR RETAIL FOOD FACILITIES."

HD-1. CODE COMPLIANCE

ALL FOOD SERVICE RELATED EQUIPMENT TO BE NSF APPROVED. IF NOT, EQUIVALENCE TO BE DEMOSTRATED.

HD-2. GENERAL CONSTRUCTION

FLOORS, WALL AND CEILINGS TO BE SMOOTH, DURABLE, NONABSORBENT AND IMPERVIOUS TO WATER, ACID AND EASILY CLEANABLE. ALL FINISHING MATERIAL TO BE LIGHT IN COLOR. PAINTS TO HAVE 70% REFLECTANCE VALUE.

HD-3. FLOOR WALL JUNCTURES (COVED BASE)

FLOOR FINISH MATERIAL TO EXTEND (CONTINUOUSLY) SIX INCHES(6")UP THE WALL(S) WITH A MINIMUM 3/8" RADIUS AT JUNCTURE. APPROVED MATERIAL INCLUDE: QUARRY TILE, COMMERCIAL GRADE SHEET VINYL AND POURED NON TOXIC EPOXY. A SAMPLE MUST BE SUBMITTED FOR APPROVAL.

HD-4. VERMIN AND RODENT CONTROL

DOORS: ALL EXTERIOR AND BATHROOM DOORS TO BE SELF-CLOSING AND TIGH-FITTING (TIGHT FITTING= 1/4" MAXIMUM OPEN GAP AROUND DOOR). WINDOWS AND PIPES: ALL OPENABLE WINDOWS AND VENT PIPES TO BE COVERED WITH NUMBER SIXTEEN (#16) MESH.

HD-5. BACK-UP STORAGE

SHELVING SHALL BE NSF APPROVED. ANY OTHER SHELVING MATERIAL TO BE SUBMITTED TO HEALTH DEPARTMENT FOR APPROVAL.

SHELVES SHALL BE A MINIMUM 18 INCHES(18") IN DEPTH AND FOUR TIER HIGH. LOWEST SHELF TO BE AT LEAST SIX-INCHES(6") ABOVE FLOOR.

HD-6. SOAP AND TOWEL DISPENSER

ALL HAND SINKS TO BE EQUIPPED W/ PERMANENTLY MOUNTED SINGLE-USE SOAP AND TOWEL DISPENSER.

HD-7. HOT WATER

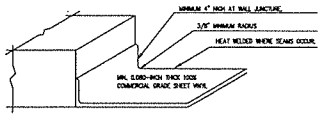
120 DEGREES HOT WATER REQUIRED FOR: HAND SINK, PREPARATION SINK, UTENSIL SINK, MOP SINK AND PRE-RINSE UNIT. WATER TO BE PROVIDE through A PREMIXING FAUCET.

FINISH SCHEDULE

	TYPE	SERVICE/KITCHEN	STORAGE/UTILITY AREA	CUSTOMER'S AREA	REMARKS
COVING	DRY WALL W/HIGH GLOSS ENAMEL PAINT		•	*	LIGHT COLOR W. MIN 70% R.V.
WALL	2x2 T-BAR WITH WASHABLE PANELS	•			NON-POROUS PANELS
	DRY WALL W/HIGH GLOSS ENAMEL PAINT	•	•	*	WHITE OR "LIGHT" COLOR
	CERAMIC TILE or PLASTIC LAMINATE TO 8FT AFF BEHIND ALL SINKS & PREP. AREAS	•	•	*	UTILITY ROOM: ALL WALLS KITCHEN: SOUTH & EAST WALLS
FLOOR	100% COMMERCIAL GRADE SHEET VINYL	•	•	*	NON-SLIP TYPE and SMOOTH TYPE
COVED BASE	INTEGRAL 100% SHEET VINYL MINIMUM 4" HIGH WITH MIN. 3/8" RADIUS	•	•	*	

* FINISHES MATERIALS AND SPECS BY ARCHITECT OR INTERIOR DESIGNER

NOTES:
1. FLOORS:
Floor materials to extend up to the walls and toe kicks at least 4 inches with a minimum of 3/8 inch radius at the wall/floor and wall/toe kick junctures. Acceptable materials are: Commercial grade sheet vinyl, Quarry tile, Ceramic tile and poured or troweled epoxy resin (min. 3/16 inch thick)
2. Walls and ceilings:
Wall and ceiling shall be smooth, durable, non-absorbent, and easily cleanable. Only light colors shall be used for paints and materials in all areas listed below.


MINIMUM 4" INCH AT WALL JUNCTURE
3/8" MINIMUM RADIUS
HEAT WELDED WHERE SEAMS OCCUR
MIN. 0.080-INCH THICK 100% COMMERCIAL GRADE SHEET VINYL
APPLY THIS DETAIL TO:
1) ALL CABINET BASES
2) ALL FLOOR/WALL JUNCTURES

COVED BASE FOR WALLS, FLOOR CURBS

HEALTH DEPARTMENT COMPLIANCE

FRONT/CASHIER COUNTER SPECIFICATIONS

MILLWORK CABINETS: Materials

All millwork cabinets to be built with minimum 3/4"plywood or moisture treated particle board. All finishes inside and out (including underside of tops) to be light colored PLASTIC LAMINATE.

MILLWORK CABINETS: Heights, Installation

1. Counter height to be 36" A.F.F. in general. Except, notated otherwise, or at designated handicapped areas, where counter height is 34" A.F.F.

2. Cabinet Base to be 4"-6" high. Exact dimensions and location to be coordinated between G.C and Millwork Contractor

3. Toe kick to be 2" deep in general. Except at designated handicapped areas, where it has to be 6"high.

4. Cabinet curb to have a continuous floor coved base in all food service areas.

EQUIPMENT SCHEDULE

Item No	Qty	Equipment Category	REMARKS
K-1	1	DRY STORAGE CABINET	40 SF CUSTOM MILLWORK
K-2	LOT	TABLES AND CHAIRS	OWNER PROVIDED & COORDINATED
K-3	1	DISPLAY CASE (GRAB-N-GO)	Juices, Sodas. Pre-made salads
K-4	1	COFFEE GRINDER	---
K-5	1	ESPRESSO GRINDER	---
K-6	1	PICK UP SHELF	CUSTOM MILLWORK
K-7	1	1-DOOR U/C REFRIGERATOR	A.D.A. HEIGHT
K-8	1	ESPRESSO MACHINE	---
K-9	1	PASTRIES DISPLAY AREA	---
K-10	1	CASHIER/FRONT COUNTER	CUSTOM MILLWORK (Stor. 20 SF)
K-11	1	P.O.S. UNIT	OWNER PROVIDED & COORDINATED
K-12	1	WASTE CONTAINER	---
K-13	1	KNOCK BOX (PART OF K-10)	To dispose espresso grinds
K-14	1	DIPPWERWELL	---
K-15	1	HAND SINK (Drop-in type)	---
K-16		SPARE NO.	---
K-17		SPARE NO.	---
K-18		SPARE NO.	---
K-19	4	S/S WALL MOUNTED SHELF	7.5'x1.25' ea. (37.5 SF) WITH C.B.*
K-20	1	3-TUB UTENSILS SINK W/ FAUCET	FAUCET(K-20a)
K-21	1	S/S SIDE GUARD	---
K-22	1	1-TUB "FOOD" WASHING SINK	FOOD WASHING WITH FAUCET K22a
K-23	1	HOT WATER BOILER/DISPENSER	---
K-24	1	COFFEE MAKER (Air pot type)	---
K-25	2	S/S WALL MOUNTED SHELF	6.5'x1.25' ea (16.25 SF) WITH C.B.*
K-26	1	1-DOOR SANDWICH PREP. UNIT	---
K-27	1	BACK WORK COUNTER	CUSTOM STAINLESS STEEL
K-28	1	1-DOOR U/C FREEZER	---
K-29	1	MOP SINK WITH FAUCET	WALL MOUNTED
K-30	1	WATER HEATER (ELECTRIC)	TANK TYPE
K-31	1	S/S WALL CABINET	DETERGENTS
K-32	1	WALL MOUNTED SHELF	AT MIN. (+) 84" AFF (7 SF)
K-33	2	FLOOR TYPE STORAGE SHELVES	24"x42"x5 levels (35 SF)
K-34	1	EMPLOYEE LOCKER	WALL MOUNTED AT (+) 72" AFF

* CB = CONCEALED BRACKETS

DRAWINGS INDEX

FS-1 FLOOR PLAN, SCHEDULE, FINISHES & ELEVATIONS.
FS-2 ROUGH-IN ELECTRICAL AND PLUMBING PLAN.

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Revisions

Lafayette Library and Learning Center

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FOOD SERVICE EQUIPMENT PLAN, SCHEDULE & ELEVATIONS

Designed by:	Nayo Ulloa
Drawn by:	Nayo Ulloa
Scale:	AS NOTED
Prelim. 1:	02.03.09
Prelim. 2 & 3	02.16.09
Prelim. 4	03.09.09
Prelim. 5:	03.26.09
Const Set:	06.01.09
HD Sub Set:	06.16.09

FS-1
Of 2 Sheets

LIGHTING NOTES PER HEALTH DEPARTMENT

ELECTRICAL & LIGHTING CONTRACTOR TO MAKE SURE THESE REQUIREMENTS ARE MET

A) All food preparation, food handling areas and dishwashing areas,shall be provided with at least 50 foot candles of light at all times.

B) Food and utensil storage rooms, refrigerated storage, toilet rooms shall be provided with at least 20 foot candles of light during operation. During cleaning, however, the minimum lighting intensity required is 50 foot candles.

C) Shatterproof covers shall be installed over all lights in food preparation, food storage room, storage and dishwashing areas.

ABBREVIATIONS

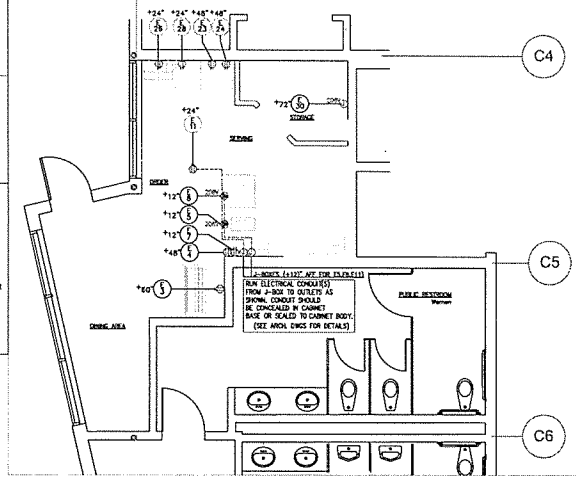
O.C.	ON EQUIPMENT
D.C.O.	DUPLEX CONVENIENCE OUTLE
F.A.	FROM ABOVE
D.F.C.	DROP FROM CEILING
V.I.F.	VERIFY IN FIELD

ELECTRICAL SYMBOLS

- DUPLEX RECEPT., 20 AMP, 120-VOLT, GROUND TYPE, HORIZONTAL MOUNT
- JUCTION BOX
- VAPOR PROOF LIGHT(S)
- SWITCH
- SWITCH WITH PILOTS ARE FOR ROOF MOUNTED EXHAUST AND MAKE-UP AIR FANS. LOCATION TO BE VERIFIED.
- TELEPHONE LINE
- DASHED LINES INDICATED GENERAL DIRECTIONOF ELECTRICAL SUPPLY AND NOT ACTUAL PATH OF WIRING.

3.1 ROUGH -IN ELECTRICAL PLAN

SCALE 1/4"=1'-0"


C4
C5
C6
STORAGE
SERVING
DINING AREA
PUBLIC RESTROOM
Women
RUN ELECTRICAL CONDUIT(S) FROM J-BOX TO OUTLETS AS SHOWN. CONDUIT SHOULD BE CONCEALED IN CABINET BASE OR SCALED TO CABINET BODY. (SEE MECH. DWGS FOR DETAILS)

ELECTRICAL CONTRACTOR TO VERIFY EXISTING HIGH VOLTAGE PRIOR TO ORDERING EQUIPMENT

ROUGH-IN ELECTRICAL SCHEDULE

Elect. Number	QTY	AMPS 120/1	AMPS 208/1	AMPS 208/3	MOTOR H.P. or K.W.	SERVICE TO: ITEM	SERVICE TO: DESCRIPTION	REMARKS
E- 3	1 EA	8.0	--	--	1/2 HP	K-3	DISPLAY CASE (GRAB-N-GO)	20 AMP BREAKER
E- 4	1 EA	9.4	--	--	--	K-4	COFFEE GRINDER	--
E- 5	1 EA	--	●	--	0.350 KW	K-5	ESPRESSO GRINDER	--
E- 7	1 EA	3.9	--	--	--	K-7	1-DOOR U/C REFRIGERATOR	--
E- 8	1 EA	--	--	●	4.2 KW	K-8	ESPRESSO MACHINE	20A PLUG PROVIDER
E- 11	1 EA	5.0	--	--	--	K-11	P.O.S. UNIT	DEDICATED CIRCUIT REQUIRED
E- 23	1 EA	15.0	--	--	--	K-23	HOT WATER BOILER	--
E- 24	1 EA	17.5	--	--	--	K-24	COFFEE MAKER	Requires Cord & Plug & 30Amp Recep
E- 26	1 EA	4.9	--	--	--	K-26	1-DOOR SANDWICH UNIT	--
E- 28	1 EA	8.3	--	--	--	K-28	1-DOOR U/C FREEZER	--
E- 30	1 EA	--	--	●	6.0 KW	K-30	WATER HEATER	40 GALLONS CAPACITY

ELECTRICAL NOTES: General

E1. ALL ROUGH-IN SHOWN RELATE TO FOOD SERVICE EQUIPMENT ONLY.

E2. FINAL CONNECTIONS TO ALL EQUIPMENT BY ELECTRICAL CONTRACTOR

E3. ALL LOADS INDICATED ARE ACTUAL AND NOT CIRCUIT BREAKER SIZE.

E4. ALL CONVENIENCE OUTLETS TO BE SET HORIZONTALLY.

E5. FLOOR ROUGH-INS TO BE STUBBED UP 6" ABOVE FINISHED FLOOR

E6. ELECTRICAL CONTRACTOR TO VERIFY ALL ELEC. SPECS & LOCATIONS W. OWNER ON EQUIPMENT NOT SPECIFIED BY NU. Ideas

E7. ELECTRICAL CONTRACTOR TO FURNISH AND INSTALL THE FOLLOWING:

A. ALL JUNCTION BOXES, ELECTRICAL OUTLETS, COVER PLATES, SWITCHES, ETC., NOT BUILT INTO FIXTURES OR EQUIPMENT.

B. DISCONNECTS OR OTHER DEVICES AS REQUIRED BY CODES.

E8. NOT USED

E9. IF REQUIRED BY THE BUILDING DEPARTMENT, THE ELECTRICIAN, UNDER HIS PERMIT APPLICATION, TO PROVIDE DWGS/DIAGRAMS FOR THE WORK TO BE DONE.

E10. ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR SIZING REQUIRED SERVICE AND TOTAL ELECTRICAL DEMANDS FOR PROJECT.

ELECTRICAL NOTE: Health Department

ALL PIPES ARE ARE TO BE CONCEALED IN WALLS TO THE MAXIMUM EXTEND POSSIBLE. WHEN EXPOSED INSTALLATION IS NECESSARY, PIPES MUST BE INSTALLED AS FOLLOWS:
a) Sealed to wall or at least one-inch (1") away from wall.
b) Be mounted at less six-inches (6") from finished floor.
c) No electrical conduits shall drag on floor.

PLUMBING SYMBOLS

- HOT WATER(HW) OR COLD WATER (CW) SUPPLY
- HOT AND COLD WATER SUPPLY (8" ON CENTERS)
- GAS SUPPLY.
- HOT AND COLD WATER WITH DIRECT WASTE
- DIRECT WASTE CONNECTION
- FUNNEL DRAIN
- FIELD CONNECTIONS

DASHED LINES FROM EQUIPMENT TO ROUGH-INS INDICATE GENERAL DIRECTION OF PIPPING AND NOT ACTUAL PLUMBING LINES PATH.

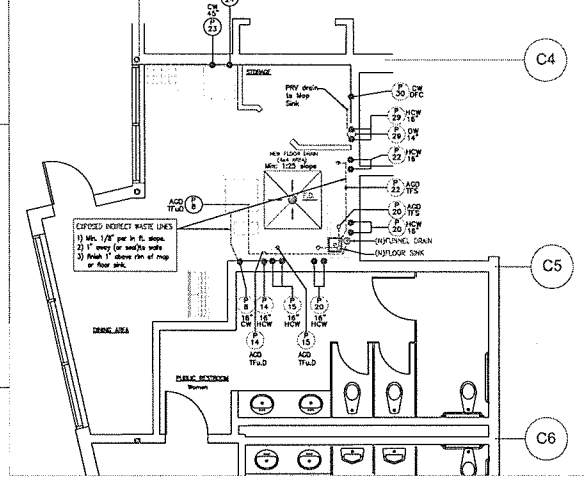
ABBREVIATIONS

HCW	= HOT AND COLD WATER
HW	= HOT WATER
CW	= COLD WATER
DW	= DIRECT WASTE
FS	= FLOOR SINK
AGD TFS	= AIR GAP DRAIN TO FLOOR SINK
+STUB	= STUB-UP FROM FLOOR (6")
F.D.	= FUNNEL DRAIN
DFC	= DROP FROM CEILING
T.B.D.	= TO BE DETERMINATED
PRV	= PRESSURE RELIEF VALVE

DASHED LINES FROM EQUIPMENT TO ROUGH-INS INDICATE GENERAL DIRECTION OF PIPPING AND NOT ACTUAL PLUMBING LINES PATH.

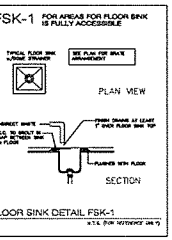
3.1 ROUGH -IN PLUMBING PLAN

SCALE 1/4"=1'-0"



FSK-1

FOR AREAS FOR FLOOR SINK IS FULLY ACCESSIBLE



FLOOR SINK DETAIL FSK-1

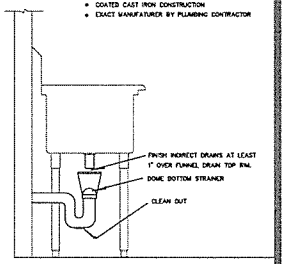
HOT WATER: MINIMUM 120 DEGREES.

ROUGH-IN PLUMBING SCHEDULE

Plumb. number	QTY	120° H.W.	C.W.	Sanitory Waste	Gas Size	SERVICE TO: ITEM	SERVICE TO: DESCRIPTION	REMARKS
P- 8	1 EA	--	1/2"	AGD T.Fu.S.	-	K-8	ESPRESSO MACHINE	C.W. REDUCER AS REQ'D.
P- 14	1 EA	--	1/2"	AGD T.Fu.S.	-	K-14	DIPPERWELL	--
P- 15	1 EA	1/2"	1/2"	AGD T.Fu.S.	-	K-15	HAND SINK	--
P- 20	1 EA	1/2"	1/2"	AGD TFS	-	K-20	3-TUB SINK	--
P- 22	1 EA	1/2"	1/2"	AGD TFS	-	K-22	PREPARATION SINK	--
P- 23	1 EA	--	1/2"	--	-	K-23	HOT WATER DISPENSER	C.W. REDUCER AS REQ'D.
P- 24	1 EA	--	1/2"	--	-	K-24	COFFEE MAKER	C.W. REDUCER AS REQ'D.
P- 29	1 EA	1/2"	1/2"	1 1/2" DW	-	K-29	MOP SINK	--
P- 30	1 EA	--	T.B.D.	To Mop Sink	-	K-30	WATER HEATER	--

FUNNEL DRAIN

- MINIMUM 6" DIAMETER AND 7" HIGH
- COATED CAST IRON CONSTRUCTION
- EXACT MANUFACTURER BY PLUMBING CONTRACTOR



FUNNEL DRAIN DETAIL

NOT TO SCALE

PLUMBING NOTES-General

P1. ALL ROUGH-INS SHOWN ON THESE PLANS RELATE TO FOOD SERVICE EQUIPMENT ONLY.

P2. FINAL CONNECTIONS TO ALL EQUIPMENT TO BE BY PLUMBING CONTRACTOR.

P3. PLUMBING CONTRACTOR TO FURNISH AND INSTALL THE FOLLOWING AS PER CODE.

A. ALL WATER AND WASTE SERVICE TO POINT OF ROUGH-IN AS SHOWN ON PLAN.

B. PRESSURE REDUCING AND/OR REGULATING VALVES AS REQUIRED.

C. FLOOR SINKS, COMPLETE WITH TOP GRATES (per plan) And REMOVABLE SEDIMENT BUCKETS. .

D. number not used

E. VACUUM BREAKERS FOR MOP SINK.

F. WATER FILTERS ARE RECOMMENDED FOR COFFEE EQUIPMENT.

P4. IF REQUIRED BY THE BUILDING DEPARTMENT, THE PLUMBER, UNDER HIS PERMIT APPLICATION, SHALL PROVIDE DRAWINGS AND/OR DIAGRAMS FOR THE WORK TO BE PERFORMED.

PLUMBING NOTES-Health deparment

P5. ALL PIPES ARE TO BE CONCEALED IN WALLS TO THE MAXIMUM EXTEND POSSIBLE. WHEN EXPOSED INSTALLATION IS NECESSARY, PIPES MUST BE INSTALLED AS FOLLOWS:
a) Sealed to wall or at least one-inch (1") away from wall.
b) Be mounted at less six-inches (6") from finished floor.

P7. number not used.

P8. HOT WATER (MINIMUM 120 DEGREES) REQUIRED FOR ALL FOOD SERVICE RELATED SINKS: HAND, MOP, PREP., UTENSILS SINKS AND PRE-RINSE FAUCET. WATER TO BE PROVIDED through PREMIXING FAUCETS.

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Revisions

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ROUGH-IN ELECTRICAL AND PLUMBING PLAN & SCHEDULE

Designed by	Nayo Ulloa
Drawn by:	Nayo Ulloa
Scale:	AS NOTED
Prelim. 1:	02.03.09
Prelim. 2 & 3:	02.16.09
Prelim. 4:	03.09.09
Prelim. 5:	03.26.09
Coord. Set	06.01.09
HD Sub Sec	06.16.09

FS-2

Of 2 Sheets